Facility Response Plan
Plan Review Checklist
For Verifying Compliance with Facility Response Plan Requirements

Activity Information	
Activity Type	FRP Plan Review
Reason for Review	☐ Initial Plan Submittal (new FRP) x 5-year Review ☐ Plan Amendment (note type) ☐ Other (note other reason) Note:
Activity Date	29-Apr-16
EPA Inspector	John McKeown

112.20(h)(11)	A. Response Plan Cover Sheet (sec. 2.0)	YES	NO	N/A
	General Information (sec 2.1)			
	Facility name	x		
	Facility address	x		
	Facility telephone number	x		
	Mailing address (if different from facility address)	x		
	Facility owner/operator and address **(recommended)**	x		
	Facility owner telephone **(recommended)**	x		
	Dun & Bradstreet number	x		
	Longitude (degrees, minutes, seconds)	x		
	Latitude (degree, minutes, seconds)	x		
	North American Industrial Classification System (NAICS) code	x		
	Facility start up date **(recommended)**	x		
	Facility acres **(recommended)**	x		
	Name of protected waterway or environmentally sensitive area	x		
	Distance to navigable water	x		
	Worst case discharge amount (gallons)	x		
	Maximum oil storage capacity (gallons)	x		
	Largest aboveground storage tank (AST) capacity (gallons)	x		
	Total number of ASTs	x		
	Total number of underground storage tanks (USTs)	x		
	Total UST storage			x
	Total storage of drums and transformers that contain oil	x		
	Number of surface impoundments and total storage of surface impoundments	x		

	Applicability of Substantial Harm Criteria (sec.2.2)			
	Attachment C-1 with answer to each applicability question	x		
	Documentation of reliability and analytical soundness of alternate formula			x
Please use the following space to note any missing or incomplete information.				
	Certification (sec. 2.3)			
	Plan holder certification is included (contains signature, title, and date)	x		
Please use the following space to note any missing or incomplete information.				
	Verification of Contract (sec. 2.4)			
	Plan holder certification is included (contains signature, title, and date)			x
Please use the following space to note any missing or incomplete information.				

112.20(h)(1)	**B. Emergency Response Action Plan (ERAP) (sec. 1.1)**	YES	NO	N/A
112.20(h)(1)	Separate Section of FRP	x		
112,20(h)(1)(i),	Qualified Individual (QI) Information (sec. 1.2)	x		
112,20(h)(1)(ii), 112.20(h)(3)(iii)	Emergency Notification List (sec. 1.3.1)	x		
	Spill Response Notification Form (sec. 1.3.1)	x		
112.20(h)(1)(iv)	Response Equipment List and Location (sec. 1.3.2)	x		
112.20(h)(1)(iv)	Response Equipment Testing and Deployment (sec. 1.3.4)	x		
112.20(h)(1)(v)	Facility Response Team List (sec. 1.3.4)	x		
112.20(h)(1)(vi)	Evacuation Plan (sec. 1.3.5)	x		
112.20(h)(1)(vii)	Immediate Actions (sec. 1.7.1)	x		
112.20(h)(1)(viii)	Facility Diagrams (sec. 1.9)	x		
	*The sections above should be extracted from the more detailed corresponding sections of the plan.			
Please use the following space to note any missing or incomplete information in the ERAP.				

112.20(h)(2)	C. Facility Information (sec. 1.2)	YES	NO	N/A
	Facility name (sec. 1.2.1)	x		
	Street address	x		
	City, state, zip code	x		
	County	x		
	Phone number	x		
	Latitude/longitude (sec. 1.2.2)	x		
	Wellhead protection area (sec. 1.2.3)			x
	Owner/operator (both names included, if different) (sec. 1.2.4)	x		
	QI Information (sec. 1.2.5)	x		
	-Name, position, street address, phone numbers	x		
	- Description of specific response training experience	x		
	Oil storage start-up date (sec. 1.2.6)	x		
	Facility operations description (sec. 1.2.7)	x		
	North American Industrial Classification System (NAICS) or Standard Industrial Classification code (SIC)	x		
	Dates and types of substantial expansion (sec. 1.2.8)	x		
Please use the following space to note any missing or incomplete information in Section 1.2 of the Plan and, to the extent possible, assess the accuracy of the information provided based on field inspection.				

112.20(h)(1) and (3)	D. Emergency Response Information (sec. 1.3)	YES	NO	N/A
	Notification (sec. 1.3.1)			
	Emergency Notification Phone List			
	National Response Center phone number	x		
112.20(h)(1)(i)	QI (day and evening) phone numbers	x		
	Company response team (day and evening) phone numbers	x		
	Federal On-Scene Coordinator (OSC) and/or Regional Response Center (day and evening) phone numbers	x		
	Local response team phone numbers (fire department/cooperatives)	x		
	Fire marshal (day and evening) phone numbers	x		
	State emergency response phone number(s)	x		
	State Police phone number	x		
	State Emergency Response Commission (SERC) phone number	x		
	Local emergency planning committee (LEPC) phone number	x		
	Wastewater treatment facility(s) name and phone number (**recommended**)	x		

	Local water supply system (day and evening) phone numbers	x		
	Weather report phone number	x		
	Local television/radio phone number(s) for evacuation notification	x		
112.20(h)(3)(i)	Spill response contractor(s)	x		
	Factories/Utilities with water intakes (**recommended**)	x		
	Trustees of sensitive areas (**recommended**)	x		
	Hospital phone number	x		
	Spill Response Notification Form			
	Reporter's name, position and phone number	x		
	Company information	x		
	Incident description (source/cause)	x		
	Material (were materials discharged?)	x		
	Response action (meeting federal obligations to report, calling for responsible party, time called)	x		
	Impact	x		
	Date/time of incident, incident address/location, nearest city/state/county/zip code, distance from city/units of measure/direction from city, township, range, borough, container type/tank oil storage capacity	x		
	Units of measure, facility oil storage capacity/units of measure, facility longitude and latitude	x		
Please use the following space to note any missing or incomplete information in Section 1.3 of the Plan. Please use to assess the accuracy of the information provided based on field inspection.				
112.20(h)(1)(iv), 112.20(h)(3)(vi)	**Response Equipment (sec 1.3.2)**			
	Equipment Information			
	Equipment list	x		
	Equipment location	x		
	Release handling capabilities and limitations (e.g., launching sites)	x		
Please use the following space to note any missing or incomplete information.				

112.20(h)(3)(vi)	**E. Response Equipment List (Identify if Facility, OSRO, CO-OP owned by letters O, F, or C) (sec. 1.3.2)**	YES	NO	N/A
	Skimmers/pumps (operational status, type/model/year, number or quantity, capacity, daily effective recovery rate, storage location)	o/c		
	Boom (containment boom: operational status, year, number, skirt size)	o/c/f		
	Boom (sorbent boom: operational status, type/model/year, number, size (length))	o/c/f		
	Chemical countermeasure agents stored			x
	Sorbents (type, year purchased, amount, storage location)	o/c/f		
	Hand tools (type, quantity, storage location)	o/c/f		
	Communications equipment (operational status, type and year, quantity, storage location)	o/c/f		
	Fire Fighting and Personnel Protective Equipment	o/c/f		
	Boats and Motors (operational status, type, and year, quantity, storage location)	o/c/f		
	Other (e.g., heavy equipment, cranes, dozers, etc.) (operational status, type and year, quantity, storage location)	o/c		
	Equipment Location	x		
	Amount of oil that emergency response equipment can handle and limitations (e.g., launching sites) must be described.	x		
Please use the following space to note any missing or incomplete information.				

112.20(h)(8)(i) and (ii)	**F. Response Equipment Testing and Deployment Drill Log (sec. 1.3.3)**	YES	NO	N/A
	Date of last inspection or equipment test	x		
	Inspection Frequency	x		
	Date of Last Deployment	x		
	Deployment Frequency	x		
	OSRO Certification (Note: Facilities without facility owned response equipment must ensure that the Oil Spill Removal Organization that is identified in the response plan to provide this response equipment certifies that the deployment exercises have been met)	x		
Please use the following space to note any missing or incomplete information in Section 1.3.3 of the Plan and verify that the log information is up-to-date during the field inspection.				

	G. Personnel (sec. 1.3.4)	YES	NO	N/A
112.20(h)(3)(v), 112.20(h)(1)(v)	**Emergency Response Personnel Information** (Personnel whose duties involve responding to emergencies, including oil discharges, even when they are not present at the site)			
	Response personnel name(s)	x		
	Facility response team title/position	x		
	Response personnel phone numbers (work/home, other)	x		
	Response personnel response time	x		
	Response personnel responsibility	x		
	Response personnel training (type and date)	x		
112.20(h)(3)(i)	**Emergency Response Contractor Information**			
	Response contractor name (s)	x		
	Response contractor phone numbers	x		
	Response contractor response time	x		
112.20(h)(3)(ii)	Response contractor evidence of contractual arrangements	x		
	Facility Response Team Information (Composed of Emergency Response Personnel and Emergency Response that will respond immediately)			
	Response team member name(s)		x	
	Response team member job function		x	
	Response team member response time		x	
	Response team member phone/pager number		x	
	Name of emergency response contractor (contractors providing facility response team services may be different than contractors providing oil spill response services)	x		
	- Response time	x		
	- Phone/pager	x		
Please use the following space to note any missing or incomplete information in Section 1.3.4 of the Plan. **The Facility does not have a dedicated Facility Response Team (primary duty) located at the facility. The role of the Facility Response Team is filled by a combination of the OSRO, Terminal Management, LERP, and local Emergency Response. Need to notate in the plan.**				

112.20(h)(1)(vi), 112.20(h)(3)(vii)	H. Evacuation Plans (sec. 1.3.5)	YES	NO	N/A
	Facility Evacuation Plan (sec. 1.3.5.1)			
	Location of stored materials	x		
	Hazard imposed by spilled materials	x		
	Spill flow direction	x		
	Prevailing wind directions and speed	x		
	Water currents, tides, or wave conditions (if applicable)	x		
	Arrival route of emergency response personnel and response equipment	x		

	Evacuation routes	x		
	Alternative routes of evacuation	x		
	Transportation of injured personnel to nearest emergency medical facility	x		
	Location of alarm/notification systems	x		
	Centralized check-in area for roll call	x		
	Mitigation command center location	x		
	Location of shelter at facility	x		
112.20(h)(3)(vii), 112.20(h)(1)(vi)	Community Evacuation Plans referenced (sec. 1.3.5.3)		x	

Please use the following space to note any missing or incomplete information in Section 1.3.5 of the plan and to assess the accuracy of the information provided based on field inspection.
Discussed the Community Evacuation Plans during the inspection. The facility will manage the response and evacuation of the facility but will coordinate with Everett Fire and Rescue to conduct and manage the Community Evacuation.

112.20(h)(3)(ix)	**I. Qualified Individual's Duties (sec. 1.3.6)**	YES	NO	N/A
112.20(h)(3)(ix)(A)	Activate internal alarms and hazard communication systems	X		
112.20(h)(3)(ix)(B)	Notify Response Personnel	X		
112.20(h)(3)(ix)(C)	Identify character, exact source, amount, and extent of the release	X		
112.20(h)(3)(ix)(D)	Notify and provide information to appropriate Federal, State and local authorities	X		
112.20(h)(3)(ix)(E)	Assess interaction of spilled substance with water and/or other substances stored at facility and notify on-scene response personnel of assessment	X		
112.20(h)(3)(ix)(F)	Assess possible hazards to human health and the environment	X		
112.20(h)(3)(ix)(G)	Assess and implement prompt removal actions	X		
112.20(h)(3)(ix)(H)	Coordinate rescue and response actions	X		
112.20(h)(3)(ix)(I)	Access company funding to initiate cleanup activities	X		
112.20(h)(3)(ix)(J)	Direct cleanup activities	X		

Please use the following space to note any missing or incomplete information.

112.20(h)(4)	**J. Hazard Evaluation (sec. 1.4)** *(See Section II, Appendix A)*	YES	NO	N/A
	Hazard Identification (sec. 1.4.1)			
	Tank Above Ground and Below Ground			
	Tanks (List Tanks by Number, Product and Shell Capacity in the space below)			
	Tank number(s)	x		
	Substance(s) stored	x		
	Quantity(s) stored	x		

	Tank type(s)/year(s) of construction	x		
	Shell capacity(s)	x		
	Failure(s)/cause(s)	x		
	Surface Impoundments (SI)			
	SI Number(s)			x
	Substance(s) Stored			x
	Quantity(s) Stored			x
	Surface area(s)/year(s) of construction			x
	Maximum capacity(s)			x
	Failure(s)/cause(s)			x
	Labeled schematic drawing	x		
	Description of transfers (loading and unloading) and volume of material	x		
	Description of daily operations	x		
	Secondary containment volume(s)	x		
	Normal daily throughput of the facility	x		

Please use the following space to note any missing or incomplete information in Section 1.4.1 of the plan and to assess the accuracy of the information in Section 1.4.1 of the plan and to assess the accuracy of the information based on field inspection.

Confirmed no surface impoundments with the QI

112.20(h)(4)	**K. Vulnerability Analysis (sec. 1.4.2)** (See Appendix A - Calculation of the Planning Distance)	YES	NO	N/A
	Analysis of potential effects of an oil spill on vulnerable areas. (Attachment C-III to Appendix C to this part provides a method that owners or operators shall use to determine appropriate distances from the facility to fish and wildlife and sensitive environments. Owners or operators can use a comparable formula that is considered acceptable by the Regional Administrator (RA). If a comparable formula is used, documentation of the reliability and analytical soundness of the formula must be attached to the Response Plan Cover Sheet.)			
	Water intakes (drinking, cooling or other)	x		
	Schools	x		
	Medical facilities	x		
	Residential areas	x		
	Businesses	x		
	Wetlands or other sensitive environments	x		
	Fish and wildlife	x		
	Lakes and streams	x		
	Endangered flora and fauna	x		
	Recreational areas	x		
	Transportation routes (air, land, and water)	x		
	Utilities	x		

	Other applicable areas of economic importance (list below)	x		

Please use the following space to note any missing or incomplete information in Section 1.4.2 of the plan and to assess the accuracy of the information based on field inspection.

112.20(h)(4)	**L. Analysis of the Potential for an Oil Spill (sec. 1.4.3)**	YES	NO	N/A
	Description of likelihood of release occurring	x		
	Oil spill history for the life of the facility	x		
	Horizontal range of potential spill	x		
	Vulnerability to natural disaster	x		
	Tank age	x		
	Other factors (e.g., unstable soils, earthquake zones, Karst topography, etc.)	x		

Please use the following space to note any missing or incomplete information in Section 1.4.3 of the Plan and to assess the accuracy of the information based on field inspection.

112.20(h)(4)	**M. Facility Reportable Oil Spill History Description (sec. 1.4.4)**	YES	NO	N/A
	Date of discharge(s)	X		
	List of discharge causes	X		
	Material(s) discharged	X		
	Amount of discharges (gallons)	X		
	Amount that reached navigable waters (if applicable)	X		
	Effectiveness and capacity of secondary containment	X		
	Clean-up actions taken	X		
	Steps taken to reduce possibility of recurrence	X		
	Total oil storage capacity of tank(s) or impoundment(s) from which material discharged	X		
	Enforcement actions	X		
	Effectiveness of monitoring equipment	X		
	Description(s) of how each oil discharge was detected	X		

Please use the following space to note any missing or incomplete information in Section 1.4.4 of the Plan.

	N. Discharge Scenarios (sec. 1.5)	YES	NO	N/A
	Small Discharges (sec. 1.5.1) (Description of small discharges addressing facility operations and components including but not limited to (see. 1.5.1.1):			
	Loading and unloading operations	X		
	Facility maintenance operation	X		
	Facility piping	X		
	Pumping stations and sumps	X		
	Oil storage location	X		
	Vehicle refueling operations	X		
	Age and condition of facility components	X		
	Small volume discharge calculation for a facility	X		
	Facility-specific spill potential analysis	X		
	Average most probable discharge for complexes	X		
	1,000 feet of boom (1 hour deployment time)	X		
	Correct amount of boom for complexes	X		
	Oil recovery devices equal to small discharge (2 hour recovery time)	X		
	Oil storage capacity for recovered material	X		
	Scenarios Affected by the Response Efforts (sec. 1.5.1.2)			
	Size of the discharge	x		
	Proximity to down gradient wells, waterways, and drinking water intakes	x		
	Proximity to fish and wildlife and sensitive environments	x		
	Likelihood that the discharge will travel offsite (i.e., topography, drainage)	x		
	Location of the material discharged (i.e., on a concrete pad or directly on the soil)	x		
	Material discharged	x		
	Weather or aquatic conditions (i.e., river flow)	x		
	Available remediation equipment	x		
	Probability of a chain reaction of failures	x		
	Direction of discharge pathway	x		
	Medium Discharges (sec. 1.5.1) (Description of medium discharges scenarios addressing facility operations and components including but not limited to (sec. 1.5.1.1):			
	Loading and unloading operations	x		
	Facility maintenance operation	x		
	Facility piping	x		
	Pumping stations and sumps	x		
	Oil storage location	x		
	Vehicle refueling operations	x		

	Age and condition of facility components	x		
	Medium volume discharge calculation for a facility	x		
	Facility-specific spill potential analysis	x		
	Maximum most probably discharge for complexes	x		
	Oil recovery devices equal to medium discharge	x		
	Availability of sufficient quantity of boom	x		
	Oil storage capacity for recovered material	x		
	Scenarios Affected by the Response Efforts (sec. 1.5.1.2)			
	Size of the discharge	x		
	Proximity to down gradient wells, waterways, and drinking water intakes	x		
	Proximity to fish and wildlife and sensitive environments	x		
	Likelihood that the discharge will travel offsite (i.e., topography, drainage)	x		
	Location of the material discharged (i.e., on a concrete pad or directly on the soil)	x		
	Material discharged	x		
	Weather or aquatic conditions (i.e., river flow)	x		
	Available remediation equipment	x		
	Probability of a chain reaction of failures	x		
	Direction of discharge pathway	x		
Please use the following space to note any missing or incomplete information in Section 1.5.1 of the Plan and to assess the accuracy of the information provided based on field inspection.				

112.20(h)(5)(i)	**O. Worst Case Discharge (sec. 1.5.2)** (See Appendix A) (When planning for the worst case discharge response all of the factors listed in the small and medium discharge section of the response plan shall be addressed)	YES	NO	N/A
	Facility Specific Worst Case Discharge Scenario	x		
	Description of worst case discharges scenarios addressing facility operations and components including but not limited to (sec. 1.5.1.1):			
	Loading and unloading operations	x		
	Facility Maintenance Operation	x		
	Facility Piping	x		
	Pumping stations and sumps	x		
	Oil storage location	x		
	Vehicle refueling operations			
	Age and condition of facility components	x		

112 Appendix D	Correct Worst Case Discharge (WCD) calculation for specific type of facility	x		
	Correct WCD calculation for complexes	x		
112 Appendix E	Sufficient response resources for WCD	x		
	Sources and quantity of equipment for response to WCD	x		
	Oil storage capacity for recovered material	x		
	Scenarios Affected by the Response Efforts (sec. 1.5.1.2)			
	Size of the discharge	x		
	Proximity to down gradient wells, waterways, and drinking water intakes	x		
	Proximity to fish and wildlife and sensitive environments	x		
	Likelihood that the discharge will travel offsite (i.e., topography, drainage)	x		
	Location of the material discharged (i.e., on a concrete pad or directly on the soil)	x		
	Material discharged	x		
	Weather or aquatic conditions (i.e., river flow)	x		
	Available remediation equipment	x		
	Probability of a chain reaction of failures	x		
	Direction of discharge pathway	x		
Please use the following space to note any missing or incomplete information in Section 1.5.2 of the Plan and to assess the accuracy of the information provided based on field inspection.				

112.20(h)(6)	**P. Discharge Detection Systems (sec. 1.6)**	YES	NO	N/A
	Discharge Detection by Personnel (sec. 1.6.1)			
	Description of procedures and personnel for spill detection	x		
	Description of facility inspections	x		
	Description of initial response actions	x		
	Emergency Response Information (referenced)	x		
Please use the following space to note any missing or incomplete information in Section 1.6.1 of the plan.				

Section II, 112.7(e)(5)(iii)(D), 112.7(e)(5(iii), 112.7(e)(2)(viii), 112.7(e)(7)(v), Appendix A	**Automated Discharge Detection (sec. 1.6.2)**	x		
	Description of automatic spill detection equipment, including overfill alarms and secondary containment sensors	x		
	Description of alarm verification procedures and subsequent actions	x		
	Initial response actions	x		
Please use the following space to note any missing or incomplete information in Section 1.6.2 of the Plan.				

112.20(h)(7), Appendix E	**Q. Plan Implementation (sec. 1.7)**	YES	NO	N/A
	Identification of response resources for small, medium, and worst case spills (sec. 1.7.1)			
	Description of response actions			
	Accessibility of proper response personnel and equipment	x		
	Emergency plans for spill response	x		
	Additional response training	x		
	Additional contracted help	x		
	Access to additional response equipment/experts	x		
	Ability to implement plan, including response training and practice drills	x		
	Temporary storage	x		
	Recommended form detailing immediate action for small, medium and Worst Case spills (sec. 1.7.1.2A) (stop the product flow, warn personnel, shut off ignition sources, initiate containment, notify NRC, notify OSC, notify (as appropriate))	x		
Please use the following space to note any missing or incomplete information in Section 1.7.1 of the Plan.				
	Disposal Plan (sec. 1.7.2)			
	Description of procedures for recovering, reusing, decontaminating or disposing of materials	x		
	Materials addressed in Disposal Plan (recovered product, contaminated soil, contaminated equipment and materials (including drums tank parts, valves and shovels), personnel protective equipment, decontamination solutions, absorbents, spent chemicals))	x		
	Plan prepared in accordance with any federal, state, and/or local regulations	x		

	Plan addresses permits required to transport or dispose of recovered materials	x		
Please use the following space to note any missing or incomplete information in Section 1.7.2 of the Plan.				
Section II, 112.7(e)(1), 112.7(e)(7), Appendix A	**Containment and Drainage Planning (sec. 1.7.3)**			
	Description of containing/controlling a spill through drainage			
	Containment and drainage plan available	x		
	Available volume of containment	x		
	Drainage route from oil storage and transfer areas	x		
	Construction materials used in drainage troughs	x		
	Type and number of valves and separators in drainage system	x		
	Sump pump capacities	x		
	Containment capacities of weirs and booms and their location	x		
	Other cleanup materials	x		
Please use the following space to note any missing and incomplete information in Section 1.7.3 of the Plan and to assess the accuracy of the information provided during field inspection.				

	R. Self-Inspection, Training, and Meeting Logs (sec. 1.8)	YES	NO	N/A
	Facility Self-Inspection (sec. 1.8.1)			
Section II, 112.7(e)(8)	Records of tank inspections with dates (tank leaks, tank foundations, tank Piping) contained or cross-referenced in Plan or maintained electronically for five years	x		
Section II, 112.7(e)(8)	Records of secondary containment inspections with dates (dike or berm system, secondary containment, retention and drainage ponds) contained or cross-referenced in Plan or maintained electronically for five years	x		
112.20(h)(8)(i)	Response equipment inspection			
	Response equipment checklist (sec. 1.8.1.2)	x		
	Equipment inventory (item and quantity)	x		
	Storage location (time to access and respond)	x		
	Accessibility (time to access and respond)	x		
	Operational status/condition	x		
	Actual use/testing (last test date and frequency of testing)	x		
	Shelf life (present age, expected replacement date)	x		
	- Inspection date	x		
	- Inspector's signature	x		

	- Inspection records maintained for 5 years	x		
	- Response equipment inspection log (inspector, date, comments)	x		
Please use the following space to note any missing or incomplete information in Section 1.8 of the Plan and to assess the accuracy of the information.				
	Facility Drills/Exercises (sec. 1.8.2)			
	Description of drill/exercise program based on National Preparedness for Response Exercise Program (PREP) guidelines or other comparable program	x		
	- If "no" alternative program has been approved by EPA RA (describe program below)			x
	QI notification drill	x		
	Spill management team tabletop exercise	x		
	Equipment deployment exercise	x		
	Unannounced exercise	x		
	Area exercise	x		
	Description of evaluation procedures for drill program	x		
	Qualified Individual notification drill log (sec. 1.8.2.1)			
	Date, company, qualified individual, other contacted, emergency scenario, evaluation	x		
	Spill management team tabletop drill log (sec. 1.8.2.2)			
	Date, company, QI, participants, emergency scenario, evaluation, changes to be implemented, time table for implementation	x		
Please use the following space to note any missing or incomplete information in Section 1.8.2 of the Plan and to assess the accuracy of the information provided based on field inspection.				
	Response Training (sec. 1.8.3)			
	Description of response training program (including topics)	x		
	Personnel response training logs (name, response training date/and number of hours, prevention training date/and number of hours)	x		
	Discharge prevention meeting logs (date, attendees)	x		
Please use the following space to note any missing or incomplete information in Section 1.8.3 of the Plan and verify that the log information is up-to-date during the field inspection.				

	S. Diagrams (sec. 1.9)	YES	NO	N/A
	Site Plan Diagram			
	Entire facility to scale	x		
	Above and below-ground storage tanks	x		
	Contents and capacities of bulk oil storage tanks	x		
	Contents and capacities of drum storage areas	x		
	Contents and capacities of surface impoundments	x		
	Process buildings			x
	Transfer areas	x		
	Location and capacity of secondary containment systems	x		
	Location of hazardous materials	x		
	Location of communications and emergency response equipment	x		
	Location of electrical equipment that might contain oil	x		
	If the facility is a complex facility, the interface between EPA and other regulating agencies		x	

Please use the following space to note any missing or incomplete information in the Site Plan diagram and to assess the accuracy of the diagram based on field inspection.

Discussed the USCG and EPA interface or first valve inside of secondary containment. Need to add to the Site Diagram.

	Site Drainage Plan Diagram			
	Major sanitary and storm sewers, manholes, and drains	x		
	Weirs and shut-off valves	x		
	Surface water receiving streams	x		
	Fire fighting water sources	x		
	Other utilities	x		
	Response personnel ingress and egress	x		
	Response equipment transportation routes	x		
	Direction of spill flow from discharge points	x		

Please use the following space to note any missing or incomplete information in the Site Drainage Plan diagram and to assess the accuracy of the diagram based on field inspection.

	Site Evacuation Plan Diagram			
	Site plan diagram with evacuation routes	x		
	Location of evacuation regrouping areas	x		

Please use the following space to note any missing or incomplete information in the Site Evacuation Drainage Plan diagram and to assess the accuracy of the diagram based on field inspection.

Section II, 112.7(e)(9)	T. Site Security (sec. 1.10)	YES	NO	N/A
	• Description of facility security	x		
	(Emergency cut-off locations, enclosures, guards and their duties, lighting, valve and pump locks, pipeline connection caps)	x		

Please use the following space to note any missing or incomplete information in Section 1.10 of the plan and to assess the accuracy of the information provided based on field inspection.

Please use the following space to describe overall impressions of the facility response plan (i.e., functional, workable). A set of questions is provided in Appendix C to assist the inspector is assessing overall Plan adequacy.

Facility Response Plan followed the format of the Regulation:
Areas to focus attention for compliance with the law:
1) Discussion of how Faciliyt Response Team role is filled by already existing Response team assets, OSRO and SERC/LEPC.
2) Clarification on Communitiy Evacuation Plan and how facility will work with Everett Fire and Rescue,
3) Adding the EPA / USCG Interface (First valve inside of secondary containment) to the Site Diagram.

Reviewed by:	John McKeown, On-Scene Coordinator, US EPA Region 1, OSRR02-2
Date:	6-May-16

31 May 2016